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MEMORANDUM FOR: Chief, Plans and Policy Staff  
Office of Training

1. Several weeks ago I took up with Support Services training officers the matter of a machine records system for maintaining cumulative records of Agency training of employees. The subject was discussed at considerable length but without conclusion. This covers the matter to date.

2. Many of the Support Services maintain secondary records regarding both training of individuals and cumulative attendance in particular courses. At least one component combines in a single record training data and other biographical and qualifications data which is then used by the training officer and personnel officer in common. In most cases these records are made by posting data which has been abstracted from primary records such as Form 73, training evaluations, etc. One of the smaller components, however, finds its system of filing original records of training adequate for all requirements thus far experienced.

3. I have considered the following to be the data reports which should be produced by a machine records system.

a. Monthly Statistical Report of trainees by:

1. Organizational Group (e.g., DD/S)
2. Component (O/Pers, Log., etc.)
3. Course Title

b. Monthly Statistical Report of trainees by:

1. Career Service Designation
2. Course Title

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c. Tabulation of Cumulative Training Experience of Individuals, indicating:

1. Career Service Designation
2. Employee's Name
3. Title of each completed training course

d. Cumulative Roster of Personnel Completing Training Courses, arranged by:

1. Course Title
2. Career Designation

Of these, a and b would provide substantially the same data which the Registrar has compiled regularly in the past.

4. The data which would be provided by c is not now centrally available by career services. To be of real value to the various career services, however, this data would have to be accurate, i.e., complete, at all times and this would entail some system for a monthly supplement. If successful, it should take the place of hand-posted secondary records maintained by many components.

5. The need for a report such as d is not compelling although I do know that several Agency components compile similar reports regarding particular courses. It would not seem necessary that rosters such as these be compiled more often than annually although particular problems might warrant certain courses being handled with greater frequency.

  
Special Assistant to the  
Deputy Director (Support)

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